



# YCDSB Policies and Guidelines

For additional information about our policies, refer to [www.ycdsb.ca](http://www.ycdsb.ca)

## Administration of Medication, Policy 207

As a general practice, school staff will not administer prescription or non-prescription medication to students. Where it is absolutely essential that medication be taken during the school day, the parent/guardian must submit a completed and signed Administration of Prescription Medication form (S-16)(a) to the school principal.

## Protection of Anaphylactic Students, Policy 209

All students are entitled to safe and healthy environments in our schools. While it is impossible to create a totally risk-free environment, school staff and parents/guardians can take important steps to minimize potentially fatal allergic reactions. All schools have the following in place:

- information and awareness about anaphylaxis
- strategies to avoid allergens
- an action emergency plan in case of accidental exposure.

These practices have been established in accordance with Sabrina's Law, 2005, S.O.c.7.

For additional information, please talk to the school principal or access the Board website to familiarize yourself with the guidelines and procedures for students with anaphylaxis.

## Immunization of Pupils

Each child attending school is required to be fully immunized. From time to time, parents/guardians will receive an immunization questionnaire from the public health department asking for updated information on their child's immunization record.

## Pediculosis (Head Lice), Policy 210

The Board, in consultation with York Region Public Health Services, has approved a policy and related procedures to help schools and parents/guardians when dealing with pediculosis. Pediculosis (head lice) is a nuisance, not a health hazard or a communicable disease. A child suspected/identified as having pediculosis will be sent home from school and re-admitted only after the hair is free of nits. Parents/guardians are encouraged to check their child(ren)'s head frequently, especially during the winter months, and to inform the school if pediculosis is found.

## Student Absence Due to Illness

Students are expected to attend school unless they are ill. When a student is absent from school, parents/guardians must call the school before the start of the school day to report the absence and reason for such. Telephone calls from students will not be accepted. The parent/guardian of a child who becomes ill at school will be contacted and asked to pick the child up as soon as possible. Every effort will be made to keep the child comfortable while he or she waits. Parents/guardians are strongly encouraged to keep their children home on mornings when definite signs of illness are displayed, or until they are fully recovered from any illness, including the flu. This will significantly reduce the spreading of germs among the child's peers. As a general practice, if a child is too ill to go outside, she/he should not be at school, as it is difficult to keep the child indoors, even when the request is accompanied by a doctor's note.

## Safe Arrival, Policy 703

Each school has a Safe Arrival program which monitors the attendance of every student at the start of the school day and at the start of the afternoon session. When a student will be absent or late, it is the responsibility of the parent/guardian to notify the school of the reason. Where the school is not notified by the start of the morning or afternoon session, immediate steps will be taken to determine the whereabouts of the student, including contacting the police if necessary. Should you require that your child leave the school before dismissal time, please provide the school with a signed and dated note to this effect, or call the school. If your child is leaving before dismissal, a parent/guardian must sign out the student from the office.

## Vacations During the School Term

It is preferable that family vacations be scheduled during regular school breaks. When this is unavoidable, parents/guardians are asked to notify the school in writing at least one week in advance, providing the necessary details with regards to the absence.

## Student Injury

In the event a child sustains an injury while at school, the parent/guardian or emergency contact person will be notified as soon as possible. It is required that each family provide the school with an up-to-date Emergency Procedures Form (S-2) at the beginning of the school year. It is the responsibility of the parent/guardian to update the information on the form as required.

## Transportation (Student), Policy 203

Transportation is provided through Student Transportation Services of York Region, which establishes the parameters, including collector points for each bus route.

As a general rule, please note the following:

1. Bus transportation is a privilege, not a right.

2. Students eligible for transportation must live in a transportation zone, as follows:

| Eligibility Table                       |
|---|
| Grade Non-Transportation Zone           |
| JK-3 — less than 1.2 km from the school |
| 4-8 — less than 1.6 km from the school  |
| 9-12 — less than 4.8 km from the school |

3. Only authorized students may ride the bus.

4. Students are expected to walk to the nearest collector point.

5. To ensure the safety of Junior and Senior Kindergarten children, it is required that when they are delivered to the regular collector (drop off) point, a responsible person meets the child.

6. Students are not permitted to transport bulky or large items on the bus. These include items that take up the space of a student, do not fit under the seat in front of the student, block the aisle, or block the view of the driver or student. Skates will only be transported if they have guards on the blades and are carried in a small bag.

The Board reserves the right to withdraw transportation services at any time.

## Bus Conduct

The following guidelines are intended to ensure the safety of all students while riding the bus. Students must:

- enter and exit the bus in an orderly fashion
- be seated facing the front during the operation of the vehicle
- maintain a reasonable sound level
- be responsible for their own behaviour while on the bus
- be polite and courteous to the bus driver
- not consume food or drink on the bus
- board and depart from the bus at their assigned stop
- show respect for the property of others and conduct themselves in a safe manner at the collector points

In the event that the above guidelines are not followed, bus riding privileges may be suspended by the principal. On the rare occasion where bus privileges are withdrawn, parents/guardians will be given written notification. **A student's attendance at school continues to be mandatory in these circumstances.**

The parent/guardian is responsible for the safety and behaviour of their child(ren) prior to pick up and following drop off each day. Please inform the school of any changes that may affect busing routines.

## Emergency Procedures: Cancellation of Buses

Occasionally, due to inclement weather or for other emergency situations, it may be necessary to cancel buses. In arriving at this decision, the safety of the students will be of prime importance. If road and weather conditions do not ensure safe driving, the decision to cancel will be made by Student Transportation Services

in consultation with the Board. Information will be conveyed to parents/guardians starting at 6:00 a.m. Please refer to:

- [www.schoolbuscity.com](http://www.schoolbuscity.com) (the Student Transportation Services website); or

- the following radio and television stations:

590 AM  
640 AM  
680 AM  
860 AM  
1010 AM  
1050 AM  
1540 AM  
1580 AM  
88.5 FM  
89.9 FM  
92.5 FM  
93.1 FM  
94.1 FM  
94.9 FM  
95.9 FM  
97.3 FM  
98.1 FM  
99.1 FM  
99.9 FM  
100.7 FM  
101.1 FM  
102.1 FM  
104.5 FM  
107.1 FM  
CITY TV  
CFTO TV  
THE WEATHER NETWORK  
THE A CHANNEL  
GLOBAL NEWS

**Please ensure that the announcement is for the York Catholic District School Board.**

It is general practice that schools will remain open regardless of the cancellation of transportation. If buses do not operate in the morning, they will not operate in the afternoon, and the parent/guardian is responsible for picking the child(ren) up at the end of the school day. On days where school buses are cancelled, please check with your school to determine the status of any school excursions planned for that day.

## Pick-up and Drop-off of Students

Parents/guardians are requested to familiarize themselves with the routines at their school with respect to drop-off and pick-up of students. It is expected that everyone will be diligent in following school procedures pertaining to vehicle traffic on school property.

## Homework Policy, Policy 213 (under review)

Homework provides students with the opportunity to reinforce and extend in-school experiences outside of the regular school day.

Parents/guardians share with teachers the responsibility for the educational success of their child(ren) and should actively participate in the child's learning process.

Parents/guardians are encouraged to:

- monitor student use of the agenda book on a daily basis
- recognize that the completion of homework activities is integral to school success
- become aware of the teacher's expectations with regard to homework and completion of projects
- make homework completion a priority by establishing a routine and providing an appropriate location/environment in the home conducive to this purpose
- encourage self-directed and independent learning
- provide help (but never do the work for the student) and monitor completion
- sign and return forms or projects as requested by the teacher

Suggested guidelines for homework as per policy 213 are as follows:

**Junior and Senior Kindergarten -**  
While not formally assigned or assessed, at-home activities are an important extension of the classroom activities.

**Primary Division -**  
15 to 45 minutes (Grades 1-3)

**Junior Division -**  
30 to 60 minutes (Grades 4-6)

**Intermediate Division -**  
45 to 90 minutes (Grades 7-8)

## Assessment, Evaluation & Reporting of Student Progress

The assessment, evaluation, grading and reporting practices used in the York Catholic District School Board are consistent with Ministry of Education directives.

The document "Assessment and Evaluation, Procedures for Implementing Ministry Policy" is available on the Board website, [www.ycdsb.ca](http://www.ycdsb.ca).

Feedback and evaluations challenge students to reach their full potential and allow for opportunities to demonstrate their learning in unique ways.

Upon completion of assessments and evaluations, teachers will use a variety of reporting methods including: interviews, conferencing, phone calls, letters to parents/guardians and the formal report card to report student progress.

Four levels are used to describe student achievement:

1. **Level 4** 80 - 100% A above the provincial level
2. **Level 3** 70 - 79% B at the provincial level
3. **Level 2** 60 - 69% C below but approaching provincial level
4. **Level 1** 50 - 59% D below the provincial level

There are three formal reporting periods in the school year. These generally occur at the end of November, the end of March and the end of June.

## The Ontario Student Record (OSR)

The OSR is the confidential record of a student's educational progress. The collection of this information is authorized by the *Education Act*. An OSR is established for each student and is filed in the school office.

All students over 18, as well as the parents/guardians of students under 18 years of age, have the right to examine the OSR and to receive a copy of its contents through a written request to the school principal.

## Home/School Protocol & Communication

The YCDSB endeavours to foster the home/school partnership through the promotion of effective communications between teachers and parents/guardians.

Teachers may request, or be requested, to meet with parent(s)/guardian(s) of students they teach to report on academic progress, student's behaviour or to address parental concerns. A meeting may not always be necessary if a matter can be resolved by some other form of communication, for example, telephone, letter or e-mail.

Meetings between parent(s)/guardian(s) and teacher may be scheduled as a result of a request, preferably in writing, to the teacher or school administration. If a meeting is necessary and the parent(s)/guardian(s) and the teacher are unable to arrange a convenient time outside of the instructional day, then a meeting may be scheduled, in advance, during instructional time (with appropriate

coverage of classes). A teacher will be made aware of the location, time and purpose of any parent/guardian meeting, in advance. A teacher may wish to have the support of his/her school administrator at the meeting and/or the OECTA representative or member of the teacher's choice.

Professional and courteous behaviour is expected from all participants at a teacher/parent/guardian meeting. Inappropriate behaviour will result in the meeting being terminated. School administrators are responsible for monitoring and addressing situations between a teacher and a parent/guardian where conflict exists and/or the parent/guardian remains dissatisfied after communicating with the teacher.

Protocol states that a parent/guardian should speak to the teacher first, then the school administrator and, if needed, the area superintendent.

### **Catholic School Councils, Policy 706**

It is a policy of the York Catholic District School Board that each school establish a Catholic School Council, with the purpose of assisting the school in developing positive communication links with home, parish and the broader community.

School councils work collaboratively with the principal to create a learning environment that contributes to improved student achievement and performance. Councils provide advice on developing and implementing school policies/practices as well as setting criteria for the selection of principals, the local school Code of Conduct and appropriate student dress. Elections for council members are held within the first 30 days of the school year.

### **Child Protection and Assault, Policy 204**

When responding to actual cases of, or suspicions of child abuse, Board staff refer to a number of documents, including:

Policy 204, Child Protection and Assault; Ours to Protect: Procedures for the Identification and Reporting of Suspected Child Abuse; Police Protocol; and the *Child and Family Services Act*, s.72 (duty to report child in need of protection).

The Child and Family Services Act requires that any professional, including all education staff, have a duty to report any suspicion of child abuse. This Act outlines the grounds upon which a report must be made, including, but not limited to, where a child has suffered or is likely to suffer physical/emotional harm, the child has been or is likely to be sexually molested or exploited, the child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent/guardian does not provide the treatment.

When a child is in need of protection for any reason, staff must contact the Children's Aid Society (C.A.S.) as soon as possible. The duty to report is an ongoing obligation that arises each and every time there may be additional reasonable grounds to suspect abuse. The report must be made by the individual staff member, who cannot rely on any other person to do so.

### **Inclusive & Equitable Environment**

The Board recognizes and celebrates the diversity of our communities and has developed policies on anti-racism and ethnocultural equity, gender equity, respectful workplace and harassment based on sex and gender, race and culture for staff and

students. These policies, consistent with the Ontario Human Rights Code and legislation and policies of the province, affirm the dignity of every student and Board employee, and their absolute right to be treated with respect.

The Board is committed to ensuring a learning and working environment that is inclusive, respectful and free from bias in any form. This includes the recognition that each student has unique abilities and needs; the use of learning materials that acknowledge the contributions of women and men of all backgrounds; and strict guidelines for responding to incidents of harassment based on sex or gender, race and culture. (Policies 808; 810; 811; 420; 217)

### **Access to School Premises, Policy 611**

In the interests of safety and to prevent interruptions to classes, all visitors, including parents/guardians, must report to the office first when entering a school.

All visitors are requested to sign in and wear identification badges. If a parent/guardian is dropping something off for their child or a teacher, it must be left at the office. Following these procedures contributes to the safety and security of the school.

### **Educational Out of Classroom Activities, Policy 303**

During the school year, there may be opportunities for your child to participate in educational opportunities away from the school. Such excursions are designed to enhance the students' comprehension and appreciation of the topics and concepts presented in the classroom. It is expected that all students will

participate in excursions. Students who do not participate are required to attend school. Depending upon the nature of the excursion, various forms are required to be filled out and signed prior to the excursion.

### Neighbourhood Excursions

Neighbourhood trips are those within walking distance such as the public library or local park. Parents are requested to sign consent forms for this purpose at the beginning of the school year.

### Day Trips

These trips require bus transportation and generally take place within the school day. Day trips include visits to museums or physical education venues, such as ski resorts. Parents will be notified and individual consent forms must be completed before a student can participate in a day trip.

### Overnight Trips

Students in the junior and intermediate grades may have an opportunity to participate in an overnight excursion to complement their curriculum studies. Examples of overnight trips include Scanlon Creek, outdoor education camps, Sudbury, Ottawa, Quebec City and Montreal. Parent/guardian meetings and detailed planning are required for any overnight excursion. Individual consent forms must be completed before a student can participate. Parents and students must recognize that an overnight trip is a privilege, not a right, and students must follow expectations and rules prior to and during a trip. It is expected that all students will participate in excursions. Students who do not participate are required to attend school.

## Student Dress & School Uniform (Elementary), Policy 219A

It is the policy of the York Catholic District School Board that all schools shall have a dress code, identified as appropriate dress, standardized dress or uniform dress. Appropriate dress means that students will be dressed in clothes that are respectful, neat and clean. Such clothing should reflect the increasing physical maturity of the junior and intermediate students. School administration, in collaboration with the Catholic School Council, will determine a list of inappropriate/unacceptable clothing/dress and communicate this list to the students and to the parent community annually. Standardized dress means that the school community has determined that students will dress in clothing of common colour and style, for example, white tops and blue bottoms. Uniform dress means that all students in a school are required to wear a school uniform consisting of pre-determined clothing pieces and purchased from the Board's sole supplier. School administration, in collaboration with the Catholic School Council and the parent community, will determine the dress code for an elementary school. For more information, contact the school office or view Policy 219A on our website, [www.ycdsb.ca](http://www.ycdsb.ca).

## Freedom of Information and Protection of Privacy

*The Municipal Freedom of Information and Protection of Privacy Act* regulates the way personal information is administered with a view to protect each individual's right to privacy.

All personal information received by the York Catholic District School Board is treated as confidential, and;

- shall be collected, maintained, used and disposed of only in

accordance with *The Municipal Freedom of Information and Protection of Privacy Act*.

- will not be disclosed to anyone other than the person to whom the information relates except in accordance with applicable legislation and court orders.

Freedom of Information consent is contained within the S1 (Elementary School Registration Student Application). If the parent/guardian does not consent to the disclosures outlined within the S1 the parent/guardian must inform the principal of the school in writing.

Each September in the school newsletter the principal will remind the parent/guardian that they have an opportunity to review and revise this form.

## Lunch Routines

The lunch period in elementary schools is of 60 minutes duration, 20 minutes for eating lunch and 40 minutes in the yard. Supervision is provided at all times. Students who remain for lunch are required to remain on school property throughout the lunch period unless they have written permission from the parent/guardian and approval of the principal.

## Student Behaviour

A safe, positive environment is a prerequisite to learning. Respect for self and others, contributing to the common good, accepting accountability for one's own actions, seeking and granting forgiveness, acting morally and legally as a person formed in the Catholic traditions and the promotion of self-discipline are cornerstones. The Board supports a preventative, proactive approach to managing the behaviour of its students. This approach includes the

provision of alternative discipline strategies, progressive discipline and opportunities for alternative education programs.

### **Safe Schools, Policy 202**

The Safe Schools Policy establishes parameters for the behaviour of all persons in the York Catholic District School Board.

### **Bullying Prevention, Policy 223**

It is the policy of the Board that bullying in any form is unacceptable and that staff shall implement bullying prevention and intervention strategies which foster a positive learning and teaching environment for all students and staff.

### **Code of Conduct, Policy 218**

The Board's Code of Conduct governs the behaviour of all members of our learning community, thereby enabling schools and other Board locations to function as safe, comfortable, and accepting learning and teaching environments.

### **Personal Electronic Devices, Policy 222**

All personal electronic devices carried by elementary students shall be kept out of sight, turned off and not used during the school day. Students must have prior authorization from the school principal for use during school-related activities. Failure to abide by this policy may result in confiscation of the device.

### **Information Technology - Acceptable Student Use, Policy 220**

While the use of technology is an important component of the learning process, the Board requires that staff and students comply with standards of acceptable use. All parents/

guardians will sign an Information Technology Student Acceptable Use Agreement prior to allowing student access to the Internet. This agreement will be signed at the entry into Junior Kindergarten, Grade 4, at the beginning of high school and upon registration at a new school.

### **Use of Video Surveillance Cameras, Policy 512**

In keeping with the Board's mandate and commitment to maintain safe and secure learning environments for students, staff and community members, video surveillance cameras will be installed on all Board-owned premises. Use of these cameras is compliant with Municipal Freedom of Information and Protection of Privacy Act.

### **Fundraising, Policy 212**

School administrators work in partnership with Catholic School Councils to ensure that fundraising activities meet the needs of the entire school community.

### **Special Education Philosophical Statement**

In a very real sense, the patterns and rhythms of learning are special and unique in every student. It is imperative that the philosophy and procedures of all those involved in facilitating the learning of all students be complementary and consistent. The Board, therefore, endorses the mainstreaming of learners with a focus on providing the most enabling learning environment.

The most enabling learning environment is one in which the students' academic, physical, spiritual, social and emotional needs are met, with appropriate support, in a classroom of age-appropriate peers within the home school.

It is recognized that the implementation of mainstreaming is an evolutionary process that does not exclude the need for a continuum of responses. Principles for the systematic implementation of the process must be identified and articulated.

### **Student Disability Accommodation, Policy 208**

All students of the York Catholic District School Board have the right to equal treatment with respect to educational services without discrimination because of disability or a perceived disability.

The right to be free from discrimination includes the right to reasonable accommodation. Should your child require accommodation, please speak to the classroom teacher and the school principal.

**Visit our website:** If you would like to read the full text of any of the above policies, please visit [www.ycdsb.ca](http://www.ycdsb.ca).